Governance, Risk and Audit Committee

NORTH NORFOLK DISTRICT COUNCIL

Please contact: Democratic Services
Please email: democraticservices@north-norfolk.gov.uk
Please direct dial on: 01263 516047

Date Not Specified

A meeting of the **Governance, Risk and Audit Committee** of North Norfolk District Council will be held in the **Council Chamber - Council Offices** on **Tuesday, 2 December 2025** at **2.00 pm**.

At the discretion of the Chairman, a short break will be taken after the meeting has been running for approximately one and a half hours

Members of the public who wish to ask a question or speak on an agenda item are requested to notify the committee clerk 24 hours in advance of the meeting and arrive at least 15 minutes before the start of the meeting. This is to allow time for the Committee Chair to rearrange the order of items on the agenda for the convenience of members of the public. Further information on the procedure for public speaking can be obtained from Democratic Services, Tel: 01263 516047, Email: democraticservices@north-norfolk.gov.uk.

Anyone attending this meeting may take photographs, film or audio-record the proceedings and report on the meeting. Anyone wishing to do so must inform the Chairman. If you are a member of the public and you wish to speak on an item on the agenda, please be aware that you may be filmed or photographed.

Please note that Committee members will be given priority to speak during the debate of agenda items

Emma Denny
Democratic Services Manager

To: Mr V Platten, Cllr S Bütikofer, Cllr J Boyle, Cllr C Cushing, Cllr A Fletcher, Cllr S Penfold and Cllr V Holliday

All other Members of the Council for information.
Members of the Management Team, appropriate Officers, Press and Public

IN TRAN communication for all

If you have any special requirements in order to attend this meeting, please let us know in advance
If you would like any document in large print, audio, Braille, alternative format or in a different language please contact us

A G E N D A

project management knowledge and resilience within the council.

Projects & Programme Management Framework	
Executive Summary	This report outlines improvements that have been introduced to the project management framework to reinstate engagement and visibility of projects across the council. It summarises the consultation undertaken, assesses alignment with corporate priorities, and evaluates financial, legal, and climate impacts. This initiative aims to ensure project and programme governance is adhered to and engaged with consistently across all service areas.
Options considered	N/A
Consultation(s)	N/A
Recommendations	Continued support for ongoing development and management of the Projects & Programmes Framework
Reasons for recommendations	Continued improvements to standard lifecycle, governance boards, templates, and reporting.
Background papers	CLT Presentation, PM/O Charter

11. PERFORMANCE AND PRODUCTIVITY OVERSIGHT BOARD (PPOB)

Performance and Productivity Oversight Board November 2025 update for GRAC	
Executive Summary	This is an update report to inform GRAC of the work of Performance and Productivity Oversight Board and the progress made to date around various elements of the work of the Board.
Options considered	N/A
Consultation(s)	N/A
Recommendations	It is recommended that Members note the work that the Performance and Productivity Board has undertaken over the last 12 months and the progress that has been

	made on various issues.
Reasons for recommendations	To achieve an understanding of the Council's performance, drivers of service demand, changing policy context and ensure there is a strategy to respond to current and future pressures, along with the Board continually monitoring and challenging corporate performance and being a champion of service transformation.
Background papers	Performance and Productivity Oversight Board Terms of Reference.

12. CIVIL CONTINGENCIES UPDATE 79 - 84

To receive the Civil Contingencies Update

Civil Contingencies Annual Report	
Executive Summary	The Civil Contingencies Team and the wider council has continued to discharge its responsibilities under the Civil Contingencies Act, 2004.
Options considered	This is a briefing report only.
Consultation(s)	N/A – briefing report.
Recommendations	To note the report and the council's contributions to the Norfolk Resilience Forum and the response to incidents.
Reasons for recommendations	A better understanding of the challenges in the past year and the role of the Norfolk Resilience Forum in emergency preparedness planning and incident response will help to discharge our obligations under the Civil Contingencies Act, 2004.
Background papers	-

13. CORPORATE RISK REGISTER 85 - 114

To review and note the corporate risk register and consider any necessary recommendations.

Interim Corporate Risk Register as at November 2025

Executive Summary	The Corporate Risk Register is reviewed by Committee annually and removal of risks where the residual risk score has met the target are proposed.
Options considered	Updating and sharing the corporate risk register represents good governance so no other options were considered.
Consultation(s)	All officers with responsibility for managing specific risks.
Recommendations	The Committee is recommended to note the report and remove specific risks from the register: • CR 009 – Poor Procurement • CR 029 – Poor Reputation of the Council in the Community • CR 038 - Fakenham Leisure and Sports Hub (FLASH) – threat to building within funding window • CR 040 - Management Information System – failure to complete development and maintain when in use
Reasons for recommendations	The risks recommended for removal from the report have been successfully mitigated to the target level.
Background papers	Risk Management Policy and Framework adopted by GRAC 3 December 2024

14. RISK MANAGEMENT FRAMEWORK 115 - 134

To review the Risk Management Policy and Framework.

15. PROCUREMENT EXEMPTIONS REGISTER 135 - 136

To consider the Procurement Exemptions register.

16. GOVERNANCE, RISK AND AUDIT COMMITTEE WORK PROGRAMME 137 - 138

To review the Governance, Risk & Audit Committee Work Programme.

17. UPDATE ON THE LETTER TO THE NATIONAL AUDIT OFFICE (NAO)

The Chair to update the Committee on the NAO reply to the Audit Committee's letter and discuss any potential response.

18. EXCLUSION OF THE PRESS AND PUBLIC

To pass the following resolution, if necessary:

"That under Section 100A(4) of the Local Government Act 1972 the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph _ of Part I of Schedule 12A (as amended) to the Act."